

POSITION: RECREATION CLERK**JOB POSTING #:****DEPARTMENT:** Recreation**UNION:** 543**POSTING TYPE:** Corporate**JOB CODE:** 543163**POSTING STATUS:** Regular Full-time**POSITION #:****# OF POSITIONS:** 1**GRADE/CLASS:** 0.06**SHIFT WORK REQ'D:** No**SALARY RANGE:** \$19.50 to \$22.96 per hour**HOURS PER WEEK:** 33.75**DUTIES:**

Responsible to the Manager of Administration for providing secretarial and clerical support services to the Recreation Department. Performs clerical and administrative duties as required for games and conferences hosted by the department. Duties include maintaining databases, taking minutes, handling telephone inquiries, word processing, copying, filing of communications/correspondence, etc. Orders, maintains, distributes and monitors all office and computer supplies for the department. Assists with counter reception. Delivers mail to City Hall or other areas as required. Cashes departmental petty cash cheques at the bank. Maintains amiable relations with the public and fellow staff. Performs Occupational Health and Safety duties as outlined in the Corporate Health and Safety Program; Performs other related duties as assigned.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma or Ontario Ministry of Education equivalencies;
- Must have over three (3) months experience in a computerized office environment utilizing the Microsoft Suite of Products such as Word and Excel
- Must be able to complete typing assignments with a transcriber and a personal computer;
- Must have a minimum typing speed of 50 w.p.m.;
- Must be able to work with minimal direction;
- Must possess excellent communication skills;
- Must have the ability to travel to offsite locations in a timely and expedient manner as required. If method of travel is by vehicle a current valid and lawful driver's licence is required in accordance with the Highway Traffic Act.

POSTING SPECIFICS:**Posting Period:**

- At 8:30 AM to at 4:30 PM
- **APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD.**

Who May Apply:

- Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.

How To Apply:

- Complete and Internal Job Transfer Form (available at Human Resources or on Dashboard) and attach a resume, specifically noting the job posting number, your qualifications and experience as outlined above.

Apply To:

- In person to the Human Resources Department or one of the Customer Care Centres
- By faxing your Job Transfer Form and resume to the Human Resources Department

Updated:

- By Human Resources on September 17, 2012